



# WSPTA Local PTA and Council Awards of Excellence

## PTAs TAKING SIGNIFICANT ACTION

### Application Instructions and Judging Form 2017-18

#### Award Outline

The purpose of this award is to recognize the accomplishments of local PTAs, community PTAs, and councils that present programs, projects, and activities showing originality, involvement, potential, usefulness and results. Selected programs will reflect how projects and activities are implemented by small and large, affluent and poor, city and rural PTAs.

The purpose of the Local PTA and Council Awards of Excellence program is to celebrate the work PTAs and councils do to make a difference for their communities. Awards and programs also help build awareness of the WSPTA mission and focus. When local PTAs and councils are recognized for the work they are doing, it builds pride in the community and helps people connect with PTA!

#### Award Instructions & Information

**Use this application only. Do not alter.**

- Please include only the PTAs Taking Significant Action application pages with your submission. Subsequent judging form pages are to be used as a guide in creating your submission and do not need to be included.
- This application form is for local PTAs, community PTAs, and councils.
- Applications are to be submitted electronically by emailing the application and any attachments to [support@wastatepta.org](mailto:support@wastatepta.org). If online submission is not possible, please contact the WSPTA Program Director for instructions before the award deadline.
- PTAs must be in good standing with WSPTA in order to participate in the WSPTA Local PTA and Council Awards of Excellence.
- **CRITERIA:** Your program, project or activity must be a PTA program, project or activity.
- **ATTACH:** Copy of your general operating budget.
- Award recipients may be asked to provide a display and a one-page handout describing the program for the WSPTA convention.
- Award time frame is from March 1, 2017 – February 28, 2018 unless otherwise noted.
- Include items in ORDER requested and ONLY the number of items requested. Use SECTIONS as indicated on the judging form.
- Partial credit may be awarded if deemed appropriate by the judging committee.
- Decisions of PTAs Taking Significant Action Committee and WSPTA Program Director are final.
- Awards will be presented at the 2018 WSPTA Convention.

We are a (check one): Council  PTA/PTSA

PTA/PTSA/Council Name: \_\_\_\_\_ PTA/Council #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Program, Project or Activity Title: \_\_\_\_\_

**PTA Information (for PTA applications only):**

<b>Total student enrollment:</b>		<b>% Free &amp; Reduced Lunch:</b>	
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<b>Grade levels included (list all preschool – 12<sup>th</sup> that apply):</b>	
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<b>We are submitting a:</b>	<b>Program</b>		<b>Project</b>		<b>Activity</b>	
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**Council Information (for council applications only):**

<b>Total number of PTAs in the council:</b>		<b>Number of PTAs participating:</b>	
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<b>We are submitting a:</b>	<b>Program</b>		<b>Project</b>		<b>Activity</b>	
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**Please attach a separate page answering each of the following:**

- DESCRIPTION** - Describe the program, project or activity (be clear and concise). Please include the number served by the program, project or activity. If this was an event, how many people attended/participated? Please include a brief plan and calendar for the program, project or activity.
- FOCUS** - Describe the focus of the program, project or activity: (1) Health, welfare, safety, and education of students; (2) membership; (3) family and community engagement; (4) advocacy; (5) parent and PTA leader education; (6) other (please describe).
- GOALS** – Describe the goals of the program, project or activity and how it fits with your PTA or council goals. Describe the need that was addressed by the program, project or activity and how it was determined.
- DURATION** – What is the duration of this program, project or activity?
- ENGAGEMENT** - Describe how your PTA/council involved members, parents, students, staff, and community. Is this program, project or activity an opportunity to increase family and community engagement by those not already “at the table” for this PTA or council?
- MATERIALS** - Include examples of your promotional materials for the program, project or activity. What would another PTA or council need to know in order to replicate this program, project or activity?
- RESOURCES** - What was the budget for this program, project or activity and did you receive any grants? What resources (financial, volunteer requirements, etc.) are required for this program, project or activity? A copy of our budget is attached.
- OUTCOMES** – What were the outcomes (both positive and negative) of this program, project or activity? Will your PTA/council do this program, project or activity again?
- EVALUATION** - Describe how you evaluated the program, project or activity and what specific recommendations were made.
- SUMMARY** - What makes this program, project, or activity one that another PTA/council might choose to try?

**Email Application To:** [support@wastatepta.org](mailto:support@wastatepta.org)

**Award Questions, Contact:** **WSPTA Program Director**  
 [ptaprogridir@wastatepta.org](mailto:ptaprogridir@wastatepta.org)  
 253-214-7410

**Postmark Deadline: March 1, 2018**

**Please keep a copy for your records.**

# PTAs Taking Significant Action - Judging Form 2017-18

<b>PTA/COUNCIL NAME:</b>	<b>PTA/COUNCIL #:</b>
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<b>DIVISION (please check one):</b> <input type="checkbox"/> Council <input type="checkbox"/> or <input type="checkbox"/> PTA
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Using the information on the application and any attached documents, please evaluate each program, project, or activity.

<b>SECTION 1 (Procedural)</b>	
1. <b>DESCRIPTION</b> - A clear and concise description of the program, project or activity was given; number served; brief plan and calendar for the program, project or activity. (maximum points 5)	
2. <b>FOCUS</b> - The focus of the program, project or activity was clearly described. (maximum points 5)	
3. <b>GOALS</b> – The goals of the program, project or activity were described, including how it fits with the PTA or council goals. They described the need that was addressed by the program, project or activity and how it was determined. (maximum points 5)	
4. <b>DURATION</b> – Duration of this program, project or activity was described. (maximum points 5)	
5. <b>ENGAGEMENT</b> – They describe how the PTA/council involved members, parents, students, staff, and community and if this program, project or activity was an opportunity to increase family and community engagement by those not already “at the table” for this PTA or council. (maximum points 5)	
6. <b>MATERIALS</b> – They include examples of your promotional materials for the program, project or activity. They included what another PTA or council would need to know in order to replicate this program, project or activity. (maximum points 5)	
7. <b>RESOURCES</b> - The budget for this program, project or activity was included, including any grants received. They included information about required resources (financial, volunteer requirements, etc.) (maximum points 5)	
8. <b>OUTCOMES</b> – They described the outcomes (both positive and negative) of this program, project or activity and if their PTA or council would do this program, project or activity again. (maximum points 5)	
9. <b>EVALUATION</b> – They describe the program, project or activity evaluation. (maximum points 5)	
10. <b>SUMMARY</b> – They included a summary including why this program, project, or activity is something that another PTA or council might choose to try. (maximum points 5)	
<b>TOTAL SECTION 1 TOTAL POINTS</b>	<b>Maximum Points Possible: 50</b> <b>Total Points:</b>

<b>SECTION 2 (Subjective)</b>	
1. This program, project or activity directly relates to a focus of WSPTA - (1) Health, welfare, safety, and education of students; (2) membership; (3) family and community engagement; (4) advocacy; (5) parent and PTA leader education; (6) other (please describe). (maximum points 5)	
2. This program, project or activity showed originality/creativity or goes beyond the traditional PTA program, project or activity. (maximum points 5)	
3. This program, project or activity serves a significant number of students/families/PTAs/etc. (maximum points 5)	
4. This program, project or activity showed significant involvement by members, parents, students, staff, or the community. (maximum points 5)	
5. This program, project or activity is an opportunity to increase family and community engagement by those not already “at the table” for this PTA or council. (maximum points 5)	
6. This program, project or activity is sustainable and worth repeating annually. (maximum points 5)	
7. The backup materials provided were a good representation of the program, project or activity. They were of good quality and quantity and would help another PTA or council replicate this program, project or activity. (maximum points 5)	
8. This program, project or activity had positive outcomes and/or significant value for the students or membership served by the PTA or council. (maximum points 5)	
9. This program, project or activity is easily reproducible for other PTAs or councils. (maximum points 5)	
10. The application for this program, project or activity was well organized and well thought out. (maximum points 5)	
<b>TOTAL SECTION 2 TOTAL POINTS</b>	<b>Maximum Points Possible: 50</b> <b>Total Points:</b>

**Total Points Earned**  
 Section 1: (Maximum points allowed = 50) \_\_\_\_\_  
 Section 2: (Maximum points allowed = 50) \_\_\_\_\_  
**Total Points: (Maximum points allowed = 100) \_\_\_\_\_**  
**Gold Level (90%) = 90+    Silver Level (80%) 80-89    Bronze Level (70%) 70-79**